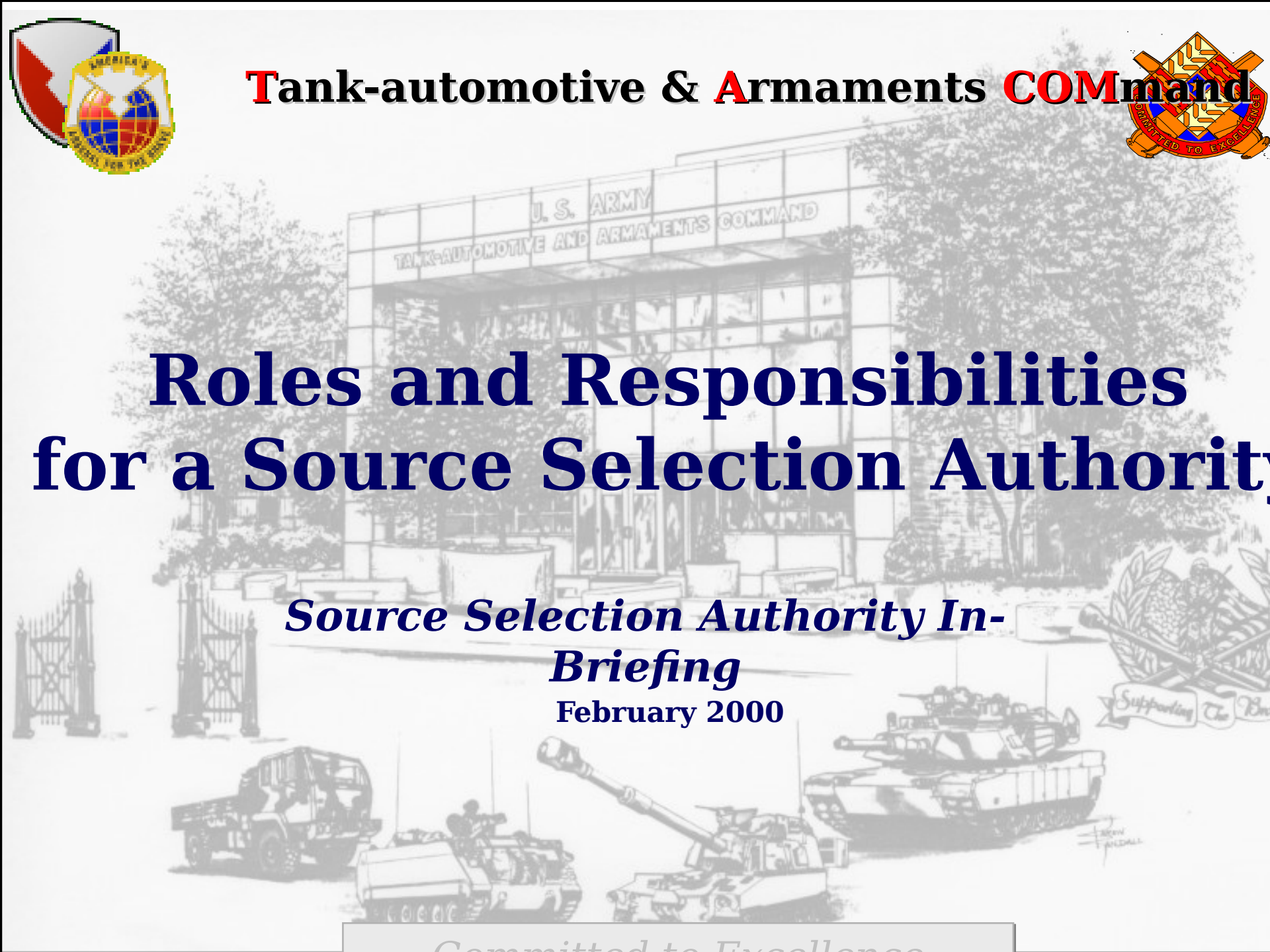


Tank-automotive & Armaments COMmand

Roles and Responsibilities for a Source Selection Authority

Source Selection Authority In-Briefing

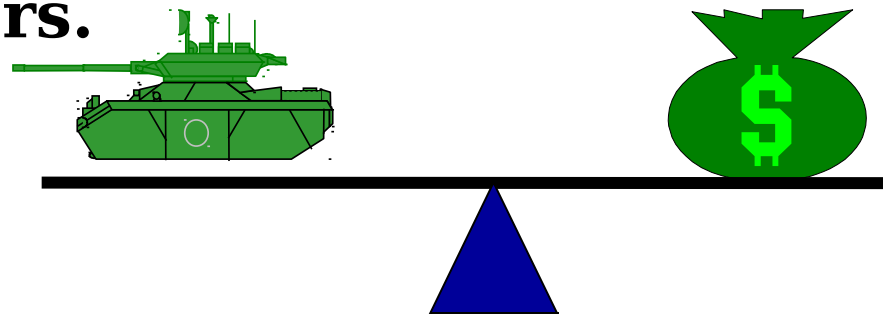
February 2000

Committed to Excellence

The Best Value Trade-off Decisi

- Is a reasonable business judgment of the SSA;
- Based on a comparative analysis of the propos
- Must be consistent with the stated evaluation criteria;
- Must reflect why perceived non-cost benefits (e.g. better design, better past performance) a
  - worth any necessary price premium, or
  - not worth price premium

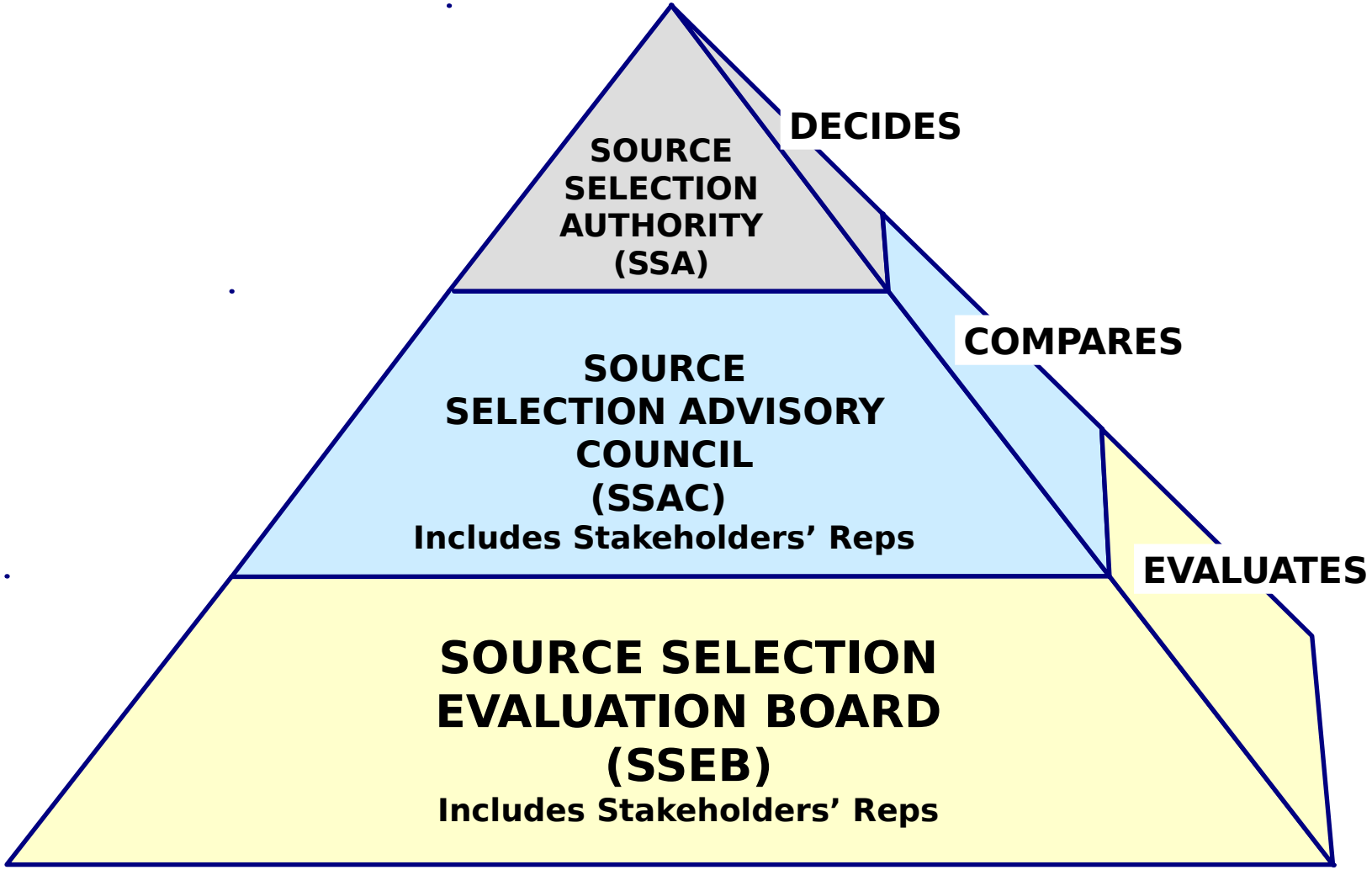
over other offers.



Tradeoff Process - What it Isn't?

- Acceptable Tech/Low Price
- Authority to pay any price
- Basis to select any offer you want
  - Must follow the criteria and relative w
  - established in the RFP and Source Selec
  - Must be supportable

SOURCE SELECTION Organization



Source Selection Authority Duties/Responsibilities

- **The SSA will:**
  - ✓ **Ensure that the entire source selection process is properly and efficiently conducted.**
  - ✓ **Appoint the Source Selection Advisory Council (SSAC) or advisors, as necessary.**
  - ✓ **Appoint the joint Chairpersons and Deputy Chairpersons of the Source Selection Evaluation Board (SSEB).**
  - ✓ **Approve the Source Selection Plan, including weightings of criteria.**
  - ✓ **Provide the SSAC & SSEB with guidance and instructions as necessary for the conduct of the evaluation and selection process.**
  - ✓ **Ensure that any release of source selection data and information is fully compliant with regulatory and legal requirements of the participants.**

Source Selection Advisory Council Duties/Responsibilities

- **The formal SSAC may (based on SSA direction):**
  - ✓ **Provide the Source Selection Evaluation Board (SSEB) with appropriate guidance and special instructions necessary for the conduct of the evaluation**
  - ✓ **Review and consider the Source Selection Evaluation Board's final report**
  - ✓ **Brief the SSA with regard to the combined SSAC/SSEB findings upon completion of the evaluation effort**
  - ✓ **Make a Source Selection recommendation to the SSA, if requested.**
  - ✓ **Provide briefings and consultations as directed by the SSA.**

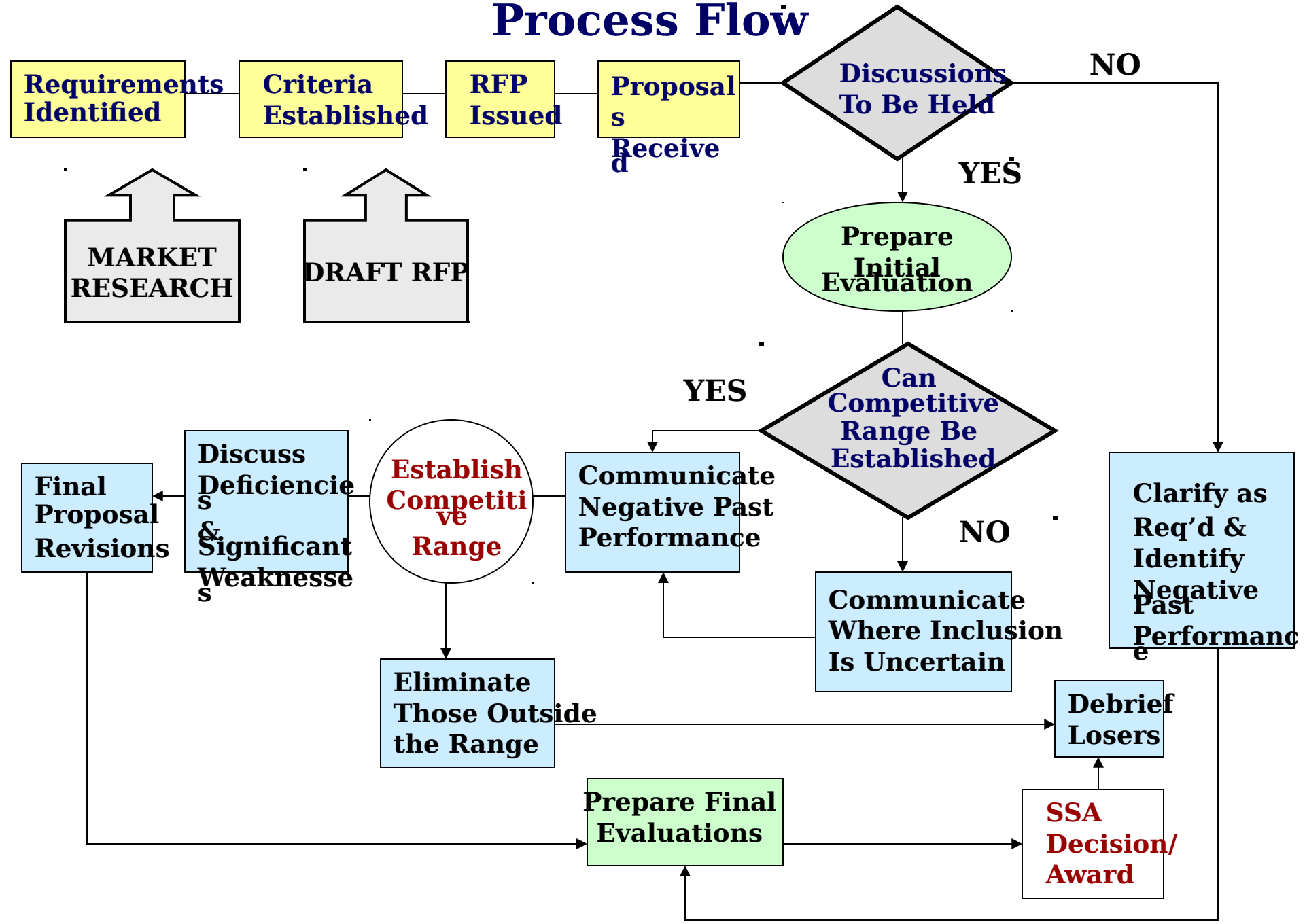
Source Selection Evaluation Board Duties/Responsibilities

- **The SSEB will:**
  - ✔ Review all proposals for compliance with the requirements of the RFP
  - ✔ Evaluate and score the proposals against the requirements established in the RFP and the Source Selection Plan.
  - ✔ Prepare a Source Selection Evaluation report which clearly and concisely describes the results of the evaluation effort, including ratings, advantages and disadvantages, and risks
  - ✔ Provide documentation, for the SSA's signature, of the justification for the source selection decision.
  - ✔ Provide briefings and consultations as may be required by the SSA or the SSAC.
  - ✔ Participate in debriefings of the offerors.

Procuring Contracting Officer (PCO) Duties & Responsibilities

- **The PCO will be responsible for:**
  - ✔ **Communication with industry. The SSEB members may to participate in discussions with industry, but the comm process shall be controlled by the PCO.**
  - ✔ **Assisting SSA and SSEB as required**
  - ✔ **Preparation and issuance of the Contracts.**
  - ✔ **Debriefing offerors.**
  - ✔ **Protection of all data and information in his control to ensure that no improper or unauthorized release occurs and that all security requirements are adhered to.**

Process Flow



SSA Decision Process

- **3 Basic Steps**
  - ✔ **Step 1 - Did SSEB Follow SSP/RFP In Completing Evaluation - Judge This Based on Briefings to SSA**
  - ✔ **Step 2 - Did SSEB Credibly Substantiate Ratings of, and Rating Variance Between, All Offerors - Judge This Based on Briefings to SSA**
  - ✔ **Step 3 - Select The Best Value Offeror Based on SSEB Evaluation (Assuming Yes to Steps 1 & 2 Above) and the Trade-off Judgement of SSA**

The Best Value Trade-off Decisi

The determinative element is not the difference in the ratings, but the rational judgement of the Source Selection Authority concerning the significance of that difference.

The analysis, ratings and comparisons should be used as an aid to the Source Selection Authority's judgement - not as a substitute for that judgement.

AMC Pamphlet 715-3

CRITERIA - IMPORTANT REMINDER!

- ✔UNSTATED CONSIDERATIONS CAN ONLY BE EVALUATED IF THEY ARE REASONABLY WITHIN THE STATED CRITERIA
- ✔IF RELATIVE WEIGHTS ARE NOT STATED, THE CRITERIA MUST BE CONSIDERED APPROXIMATELY EQUAL TO EACH OTHER